



Special Park Use Permits-- Weddings

Thank you for your interest in holding your wedding ceremony at the Castillo de San Marcos National Monument. Because the Castillo is an important site for all Americans, there are certain restrictions that you must consider before deciding to use our grounds. These restrictions, which are outlined below, are primarily designed to prevent negative impacts to park resources or to the general public. Additionally, approval of your request will depend upon the availability of staff to monitor your event after normal operating hours. If you have any questions or would like to request an application, call us Monday through Friday, 8:30 a.m. to 5:30 p.m., at 904-829-6506 ext. 246. The application is also available from our website at www.nps.gov/casa/home/wedapp.pdf. As conflicts with other events may occur, please allow at least four weeks lead-time to process your request.

Event: Wedding ceremony only; no receptions. Only one ceremony per week is permitted, on Saturday, with a starting time no earlier than 5:00 p.m. No ceremonies permitted on holiday and special event weekends.

Location: Wedding ceremonies are permitted only on the north green adjacent to the sea wall. (See attached map)

Restrictions: Wedding ceremonies may not negatively impact park resources or interfere with visitor use or park administration. No tent stakes or other objects may be driven into the ground. Amplified sound systems are permitted, but sound levels must comply with 36 CFR 2.12, which limits sound levels to 60db at 50 feet from their source. No alcohol is allowed, and no materials such as flower petals, rice or birdseed are permitted to be strewn on the ground.

Services: The Park does not provide any equipment, materials or services, or parking.

Permit Period: The permit will be issued for the amount of time required to set up, conduct, and clean up after the ceremony. Please note: it is the permittee's responsibility to have the designated area cleared and policed to the park's satisfaction by the expiration of the permit.

Costs: There is a non-refundable \$50.00 application fee, and you will be charged salary reimbursement for any park staff assigned to monitor your event. Other potential charges may include, but are not limited to, clean up and site restoration and recovery of administrative costs. Entrance to the Castillo by wedding attendees is subject to normal fees.

Procedure: Fill out the Special Use Permit Application and return it with the \$50.00 application fee to: **Special Use Permit Coordinator, Castillo de San Marcos National Monument, 1 South Castillo Drive, St. Augustine, FL 32084.** **IMPORTANT:** Please include as much detail about the wedding as possible because if some aspect of your ceremony is not in the permit, it may not be allowed. If approved, a Special Use Permit will be prepared and returned to you for your review. Sign and return it with payment of any additional charges. The final approval will be secured and the completed permit will be sent to you.

IMPORTANT: You must have the permit with you at the wedding ceremony.